

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

JOB DESCRIPTION

ATTORNEY, CIVIL RIGHTS AND EMPLOYMENT LITIGATION SECTION

Represent State of Indiana and its officials, employees and agencies before state and federal courts in civil matters. Report to Section Chief of Civil Rights and Employment Litigation Section.

Primary subject matter of cases:

- Civil rights suits brought against law enforcement agencies, primarily Department of Correction and Indiana State Police.
- Employment discrimination suits and judicial review petitions brought by State employees.
- Federal and state habeas corpus petitions attacking prison disciplinary proceedings, segregation assignments, time calculation, and other determinations by Department of Correction.
- File and prosecute civil claims on behalf of Department of Labor IOWA division to remedy discrimination against employees who lodge safety complaints.

Principal job duties:

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court for all hearings and conferences; negotiation of settlements; bench and jury trials in state and federal court.
- Advise clients and other State officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals from trial court, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.

Qualifications:

- Licensed to practice in Indiana.
- Knowledge of federal and state practice rules.
- Familiarity with causes of action (primarily 42 U.S.C. §§ 1981, 1983 and 1985; Title VII of Civil Rights Act of 1964 and other federal employment statutes; federal and state habeas corpus; Indiana Tort Claims Act; IOWA discrimination statute).

- Familiarity with substantive law (federal and state constitutional law, employment discrimination, torts).
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in both courtroom and appellate settings. Ability to work with other attorneys and support staff in and out of court.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses; sensitivity to concerns about individual liability and indemnification. Awareness of public relations and political implications of high-profile cases.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Ability to manage caseload of 50 to 60 civil cases.